



21ST HWA CHONG MODEL ASEAN
SUMMIT

SPECIAL RULES OF PROCEDURE

Hwa Chong Model
ASEAN Summit 2024



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1. **General Guidelines**

1.1. **Scope of Document**

- 1.1.1. The following information in this document is to be adopted only for the International Press Gallery (IPG) throughout the proceedings of the Hwa Chong Model ASEAN Summit (HCMAS) 2024;
- 1.1.2. Specialised Rules of Procedures (SRoP) will prevail should there be any conflicts between it and the conference-wide Rules of Procedures (RoP);
- 1.1.3. Information regarding submission methods, deadlines, and schedule of press conferences will be provided to delegates at a later date;
- 1.1.4. In the event of any discrepancies in the document, or the lack thereof of information, the Dais of the IPG reserves the right to make any amendments, which will:
 - 1.1.4.1. Take precedence over the previous SRoP,
 - 1.1.4.2. Still prevail over the RoP should any contradictions arise,
 - 1.1.4.3. Be informed to all Press delegates;
- 1.1.5. Any clarifications or queries Press delegates may have should be directed to the community email via jpg.hcmas2024@gmail.com;

1.2. Observing Community Debates

- 1.2.1. IPG delegates are permitted to observe debate in the following community:
 - 1.2.1.1. ASEAN Economic Community (AEC),
 - 1.2.1.2. ASEAN Intergovernmental Commission on Human Rights (AICHR),
 - 1.2.1.3. ASEAN Ministerial Meeting on the Environment (AMME),
 - 1.2.1.4. ASEAN Political-Security Community (APSC), and
 - 1.2.1.5. ASEAN Socio-Cultural Community (ASCC);

- 1.2.2. IPG delegates are free to roam between various community rooms throughout the conference to observe community debate;
 - 1.2.2.1. IPG delegates are encouraged to enter community rooms in a quiet manner which minimises unnecessary disruption to community debate, such as before or after community sessions, breaks or dialogues;

- 1.2.3. The IPG homeroom will be open throughout the conference for delegates to work on their deliverables;

- 1.2.4. While a community is on the General Speakers List (GSL) or a Moderated Dialogue, IPG delegates are allowed to monitor community discussions by entering venues where community meetings are held. IPG delegates are strongly encouraged to collect and document information about debate subjects and proceedings for their articles by:
 - 1.2.4.1. Noting down and keeping track of major happenings and speeches delivered during community sessions,
 - 1.2.4.2. Taking photographs or recording videos of delegates during important speeches and discussions, whereby:
 - 1.2.4.2.1. IPG delegates are permitted to use any screen recording or screen capture software to do so, as long as it does not interfere with any ongoing discussions,

- 1.2.4.2.2. To avoid disrupting community sessions, IPG delegates should refrain from interrupting or disrupting other delegates;
- 1.2.5. IPG delegates are also highly encouraged to stay for the duration of the community discussions, to gather information for not only themselves but also for their respective press blocs. It also serves as a confirmation that the gathered information is accurate and complete. However, delegates are reminded that they should not disturb other delegates in the course of the debate. Should a press delegate wish to communicate with any community delegate, they should do so via the help of notepassers. For more details, please refer to section 1.3, [Decorum during Observation](#);
- 1.2.6. Should a particular community fail to reach a consensus while discussing the issue at hand or a delegate is hampering the progress of the community, IPG delegates are welcome to criticise the community or delegate in their articles or news reports. Note that delegates should only pick on problems that have a drastic impact on the productivity of the community instead of trivial issues. IPG delegates are also encouraged to give some suggestions on how communities can solve the problem at hand. To do so, IPG delegates would need to have a good grasp of the issue that is being debated before they can give criticism and suggestions that are helpful and effective, and the outline of debate issues can be found in the infosheets of the respective communities disseminated to delegates via email,
- 1.2.7. IPG delegates are also reminded to watch their tone when providing criticism and to avoid “flaming” a particular community or delegate. On this note, the Dais would also like to stress that slandering any community’s delegate or community is considered a breach of conduct and contradicts the very idea of journalism;

1.3. Decorum during Observation

- 1.3.1. Press delegates are expected to participate as silent observers during community sessions, excluding:
 - 1.3.1.1. Unmoderated caucuses, during which Press delegates are free to approach any delegate present in the community room, and
 - 1.3.1.2. Press conferences, during which Press delegates are allowed to pose questions to community delegates while moderated by the Dais of IPG;
- 1.3.2. Press delegates who wish to communicate with community delegates shall only do so via notepassing;
- 1.3.3. Press Delegates are expected to be professional at all times, refraining from insults, personal attacks, derogatory remarks, et cetera;
- 1.3.4. Delegates must seek permission from the Dais before recording community proceedings, be it in the form of pictures, audio or video recording, and shall note that submissions containing media recorded without permission will be penalised;
- 1.3.5. Delegates must seek permission from community delegates should they wish to take personal photos, audio recordings, and interviews;

1.4. Integrity

- 1.4.1. All IPG delegates are reminded that the core purpose of journalism is to provide factual information and make the general public aware of what is happening internationally and domestically. Fabrication of material and information and plagiarism are breaches of conduct and go against the basic principles of journalism. As such, IPG delegates are reminded that under no circumstances should they fabricate material or copy the work of others and claim it as their own. They are also encouraged to preserve any notes or recordings taken as evidence;

2. IPG Reporting Mechanics

For each day of HCMAS, there will be one mandatory article IPG delegates have to submit by a certain time of the day. However, the Dais highly encourages IPG delegates to submit more than one article a day should delegates have the time to do so. Articles form a vital performance indicator for Press delegates as a means of spurring community delegates towards more productive debates.

2.1. Written Articles

2.1.1. *Community Reports*

2.1.1.1. Community reports provide insight into the events of a community's sessions as seen through the eyes of an IPG delegate's respective news agency. The topic of discussion in the documented community session, major stakeholders involved in the debate, points of contention, and differences in stances and solutions should all be included in the report;

2.1.1.2. The report must demonstrate the IPG delegate's thorough understanding of the issue as well as his or her ability to capture the essence of the community proceedings. Interviews and key quotes from major stakeholders can be included in IPG delegates' community reports, but they should be used sparingly and not dilute the article's main message. Delegates from the IPG should focus on the main topic of the community debate. Minor specifics about the debate and community sessions should not interfere with the writing. Rather, a good community report can succinctly capture the topic, focus and nuance of the debate. Delegates are reminded that personal opinion should only stand for a small portion of the community report and should not be the main focus. IPG delegates are reminded to adhere to the following criteria:

- 2.1.1.2.1. IPG delegates are encouraged to write clearly and concisely, keeping their articles' word count between 400 and 700 words,
- 2.1.1.2.2. Titles should be no more than 8 words long, necessitating delegates to come up with creative and eye-catching titles that effectively communicate the agency's position,
- 2.1.1.2.3. The tagline should serve as a succinct summary of the article or quotes to grab the reader's attention and be kept to a maximum of 25 words,
- 2.1.1.2.4. IPG delegates are obliged to incorporate relevant images or media with their report. Delegates are permitted to use images found on the internet. IPG delegates are reminded, however, to provide any essential references for each photograph. Every photograph should be accompanied by a brief caption. The names of the people involved, their titles, and the acts seen in the photograph should all be included in the captions,
- 2.1.1.2.5. Delegates are reminded that the article is to be written in Outfit font, with a font size of 12, a line spacing of 1.5 with one-inch margins, and
- 2.1.1.2.6. It is expected that the article contains the use of formal language, and no offensive or discriminatory language is not condoned;
- 2.1.1.3. Citations and bibliography are not required for article submissions, but sources mentioned should be hyperlinked in writing;
- 2.1.1.4. The document should be named Press_[Agency Name]_Community Report [Article No.], whereby:
 - 2.1.1.4.1. an example would be "Press_Pajhwok Afghan News_Community Report 1",

- 2.1.1.4.2. the use of the full official name of the agency is required,
- 2.1.1.4.3. Position Papers are to be submitted in the **PDF format**;

2.1.2. *Opinion Reports*

2.1.2.1. Journalists utilise opinion articles to present their personal opinions and the stance of the news agency on issues debated in community proceedings. This broadens the scope of discussion by incorporating more perspectives on the issue at hand, particularly from the standpoint of one who is not directly participating in the debate. Opinion articles should reflect the delegate's personal views on the subject while remaining consistent with the news agency's position. IPG delegates should use their opinion reports to try to influence community debates and boost community productivity using methods such as, but not limited to:

2.1.2.1.1. Criticising delegates,

2.1.2.1.2. Providing aired opinions on the issue at hand, in line with the news agency's stance,

2.1.2.1.3. Providing relevant and appropriate suggestions, and

2.1.2.1.4. Reminding community delegates of the bigger picture to guide them along with debate;

2.1.2.2. IPG delegates are encouraged to take note of the following formatting guidelines:

2.1.2.2.1. IPG delegates are encouraged to write clearly and concisely, keeping their articles' word count between 400 and 700 words,

2.1.2.2.2. Titles should be no more than 8 words long, necessitating delegates to come up with creative and eye-catching titles that effectively communicate the agency's position,

2.1.2.2.3. The tagline should serve as a succinct summary of the article or quotes to grab the reader's attention and be kept to a maximum of 25 words,

2.1.2.2.4. IPG delegates are obliged to incorporate relevant images or media with their report. Delegates are permitted to use

images found on the internet. IPG delegates are reminded, however, to provide any essential references for each photograph. Every photograph should be accompanied by a brief caption. The names of the people involved, their titles, and the acts seen in the photograph should all be included in the captions,

2.1.2.2.5. Delegates are reminded that the article is to be written in Outfit font, with a font size of 12, a line spacing of 1.5 with one-inch margins, and

2.1.2.2.6. It is expected that the article contains the use of formal language and no offensive or discriminatory language;

2.1.2.3. Citations and bibliography are not required for article submissions, but sources mentioned should be hyperlinked in writing;

2.1.2.4. The document should be named Press_[Agency Name]_Opinion Report [Article No.], whereby:

2.1.2.4.1. an example would be “Press_Pajhwok Afghan News_Opinion Report 1”,

2.1.2.4.2. the use of the full official name of the agency is required,

2.1.2.4.3. Position Papers are to be submitted in the **PDF format**;

2.1.2.5. A well-written opinion piece should also explain the delegate's viewpoints and/or recommendations convincingly. Such articles would exhibit the delegate's expertise and viewpoints concerning the subject, as well as his or her creativity in coming up with solutions to the issue at hand.

2.1.3. *Short Articles*

Short articles are a less formal, scaled-down version of community and opinion reports. As people's lives become busier and their attention spans shorten, some news organisations have turned to social media to attract a larger audience. Short articles, with an eye-catching title, a few phrases, and possibly a picture, summarise the events of the community's debate/session or the journalist's personal views (in keeping with the news agency's viewpoint).

2.1.3.1. IPG delegates are encouraged to take note of the following guidelines:

2.1.3.1.1. The word count should be between 50 and 150 words,

2.1.3.1.2. The title should be self-explanatory, which means that the readers should be able to comprehend the events or viewpoint straight away after reading the title,

2.1.3.1.3. If possible, a photo should be included, especially since "a picture is worth a thousand words," accentuating a particular aspect of the issue or succinctly expressing the issue,

2.1.3.1.4. Delegates are reminded that the article is to be written in Outfit font, with a font size of 12, a line spacing of 1.5 with one-inch margins, and

2.1.3.1.5. It is expected that the article contains the use of formal language and no offensive or discriminatory language;

2.1.3.2. Citations and bibliography are not required for article submissions, but sources mentioned should be hyperlinked in writing;

2.1.3.3. The document should be named Press_[Agency Name]_Short Article [Article No.], whereby:

2.1.3.3.1. an example would be "Press_Pajhwok Afghan News_Short Article 1",

2.1.3.3.2. the use of the full official name of the agency is required,

2.1.3.3.3. Position Papers are to be submitted in the **PDF format**;

2.2. Other Media Forms

2.2.1. *Political Cartoons*

2.2.1.1. IPG delegates can also use political cartoons as a form of media submission. Similar to the short article, the title is now replaced by the political cartoon, which should contain a punchline or hook that is humorous. IPG delegates should note that the images and punchline submitted are not to be perceived as mocking or “flaming” other delegates, or groups.

2.2.1.2. The political cartoon is to be paired with a short caption that is no longer than 15 words, which can serve as a description for the cartoon, a secondary punchline or a call to action;

2.2.1.3. Delegates are strongly encouraged to submit a minimum of one (1) political cartoon each day. The use of humour and satire are encouraged, though they shall abide by appropriate boundaries, and are not to be vulgar, discriminatory or offensive to any groups. Delegates may leverage on existing online templates, taking care to add their own spin to the political cartoons such that they capture information on community proceedings in a concise yet accurate manner;

2.2.1.4. For submission, all political cartoons must be:

2.2.1.4.1. Cropped or edited, possibly into multiple images, to fit a square size, and

2.2.1.4.2. Submitted in the .png or .jpg formats;

- 2.2.1.5. The document should be named Press_[Agency Name]_Cartoon [Cartoon No.], whereby:
- 2.2.1.5.1. an example would be “Press_Pajhwok Afghan News_Cartoon 1”,
 - 2.2.1.5.2. the use of the full official name of the agency is required,
 - 2.2.1.5.3. Position Papers are to be submitted in the **PDF format**;
- 2.2.1.6. The political cartoon will be uploaded to the official IPG Instagram channel [@press.hcmas2024](https://www.instagram.com/press.hcmas2024/);

2.3. Press Conferences

- 2.3.1. Press Conferences form a key component of real-time journalism, whereby delegates are provided a valuable opportunity to interact, interrogate, scrutinise, and grill community delegates on community issues, thus ensuring more productive and rigorous debate, and that these delegates are held accountable for their actions and decisions. These sessions also serve as a platform for the press to amplify the voices of the people, and to direct community debate towards a direction that adequately addresses the needs of the greater citizenry,
- 2.3.2. During press conferences, delegates are strongly advised to raise questions, to:
 - 2.3.2.1. Offer ideas and suggestions consistent with their news organisation's position, thus influencing the course of community debate,
 - 2.3.2.2. Gather more information concerning community debate (eg. delegates' positions and opinions on a particular issue of contention, as well as the rationale for rejecting a specific resolution),
 - 2.3.2.3. Have a greater understanding of the different viewpoints and opinions behind a certain issue, and,
 - 2.3.2.4. Seek clarification on any doubts press delegates might have;
- 2.3.3. IPG delegates should aim towards influencing community discussions by increasing the productivity of a community and the quality of debate through the following methods but not limited to:
 - 2.3.3.1. Identifying inconsistencies and contradictions in the stances of community delegates, and fact-checking them where appropriate,
 - 2.3.3.2. Raising pre-planned questions aimed at challenging certain delegates and their stances,
 - 2.3.3.3. Examining delegates' concerns and proposed solutions,
 - 2.3.3.4. Providing concealed opinions in line with the stances of delegate's news agencies, and

- 2.3.3.5. Call on soft-spoken community delegates to present their opinion;
- 2.3.4. There will be one (1) press conference of twenty (20) minutes for each topic for each community, whereby:
 - 2.3.4.1. Delegates are entitled to one main and one follow-up question, and,
 - 2.3.4.2. Should time permit, there will be additional rounds of questioning, subject to the discretion of the IPG Dais;

2.4. Interviews

2.4.1. Interviews are a scaled-down version of a press conference that is more direct and tailored to the individual delegates. IPG Delegates can also utilise it as a platform to ask questions, clarify any doubts they may have, express their ideas, make suggestions; or even lobby (eg. obtaining insider information in return for positive reporting). Interviews can only be conducted during Unmoderated Dialogues or breaks unless permitted by the respective community Dais. The respective community Dais will call upon delegates to participate in the interview for IPG delegates;

3. Pre-Conference Submission Guidelines

3.1. Position Paper

- 3.1.1. After researching all the necessary information, position papers serve as a good platform to collate all the information delegates have found,

- 3.1.2. Delegates of IPG are to submit one (1) Pre-Conference article before the conference which will come in the form of Position Papers, whereby:
 - 3.1.2.1. Academic Integrity must be strictly adhered to, and any forms of plagiarism will not be condoned,

 - 3.1.2.2. The position paper should contain relevant information about the background, history, general stance, and writing style of the delegate's assigned news agency,

 - 3.1.2.3. Throughout the conference, position papers serve as a constant reminder to delegates as to what their delegation stands for concerning the community issues,

 - 3.1.2.4. The word count for the agency should fall between 200 and 400 words, and the bibliography:
 - 3.1.2.4.1. Should be included on a separate page, and is excluded from the word count,

 - 3.1.2.4.2. Should be cited in the [Chicago Manual of Style 17th Edition, in the full note style](#),

 - 3.1.2.5. The article is to be written in *Outfit font*, with a font size of 12, and a line spacing of 1.5 with one-inch margins;

3.1.3. The document should be named “Press_[Agency Name]_Position Paper”, whereby:

3.1.3.1. An example would be “Press_Pajhwok Afghan News_Position Paper”,

3.1.3.2. The use of the full official name of the agency is required,

3.1.3.3. Position Papers are to be submitted in the **PDF format**;

3.1.4. Note that position papers are a prerequisite to qualify for any awards during the conference, and non-submission of position papers will result in delegates being ineligible for awards:

3.1.4.1. Should delegates require an extension, delegates must email the Dais at the community email ipg.hcmas2024@gmail.com with a legitimate reason at least 48 hours before the deadline, if necessary,

3.1.4.2. The Dais reserves the right to deny any extensions to the submission deadline if the delegate fails to provide legitimate reasons for the unpunctuality;

3.1.5. The following is the **recommended structure** delegates may choose to use to organise their Position Papers:

3.1.5.1. **Background information**, where delegates provide an introduction to their delegations,

3.1.5.2. **Stance**, or their delegation's positions concerning the various topics in the infosheets of other communities, including:

3.1.5.2.1. Relevant precedences to substantiate the delegate's point, such as political endorsements or past statements,

3.1.5.2.2. Delegation's political inclinations in **ASEAN affairs**;

3.1.5.3. The list is non-exhaustive, and delegates should feel free to add as deemed appropriate.